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Prepared

and

Presented

to you

By

The Social Committee

of

*Morehead
State Teachers College*

"There is always a best way of doing everything. Manners are the happy way of doing things; each, once a stroke of genius or of love, now repeated and hardened into usage. They form at last a rich varnish with which the routine of life is washed and its details adorned. If they are superficial, so are the dewdrops that give such a depth to the morning meadows."—Emerson.

The Social Committee of Morehead Teachers College, presents you with this booklet, in the hopes that you will read it, and that its contents will make you a little more sure of yourself.

Emerson says that society is the stage on which manners are shown. If society is the stage, we are the actors, and the history of social life is like a rich mosaic that reflects the many ages through which we have passed.

As college students you will be expected to know and observe certain rules of etiquette. We have given you a few of the most important rules, which can be used as a working basis. Your effectiveness, your personality, and your success will depend on how well you have learned the technique of Good Manners.

EXER ROBINSON, Chairman

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INTRODUCTIONS

The introduction is a social device for placing two or more people on a friendly basis. To introduce is more than a matter of form. One must be able to create an immediate friendliness between two people who are meeting for the first time. One must be able to lead these strangers into smooth and pleasant conversation.

Three Simple Rules

1--Introduce a man to a woman.

"Mrs. Jones, may I introduce Mr. Burke?"

2--Introduce a younger person to an older one.

"Mrs. Jones, this is Miss Burke."

3--Introduce one person to a group.

"I should like to introduce Mr. Burke to you."

A guest is introduced by the hostess to the entire group. Under no circumstances is anyone led around a room, and introduced to various groups of people. All those who meet under a friend's roof are automatically "introduced," and it is quite correct to talk to other guests.

Acknowledgement to Introductions

1--"How do you do?" or "How do you do, Mrs. Jones?"

2--For a cordial, informal greeting or acknowledgement, one might say, "I am delighted to know you," or "This is a pleasure, indeed." It is not so much what you say, as how you say it. It is, however, under no circumstances correct to say, "Pleased to meet you."

Shaking Hands and Rising

No one likes a "dish rag handshake." Grasp the hand of the person with whom you are shaking hands as if you meant it.

A student always rises when a faculty member comes into any group. Stand back to allow a faculty member or an older person to precede you through the door. It is proper to hold the door for the persons coming immediately behind you.

Rise when your house director or hostess comes into your group. Introduce your friends immediately to her.

AT THE TABLE

Good manners are an instinctive part of the well-bred personality. We give below a few suggestions that will help you.

1—Do not slouch at the table.

2—Eat quietly.

3—It is always bad manners to make a noise when chewing, sipping or drinking.

4—Large mouthfuls are not in good taste. Do not pile up the food on the back of the fork, or pile it high on the other side.

5—Do not talk with your mouth full of food.

6—Do not put liquid into your mouth, if it is already filled with food.

7—Well-bred people do not butter a whole piece of bread and bite into it. Bread or rolls should be broken off into mouthfuls as desired, each small piece buttered separately.

8—In taking soup, the spoon is dipped away from the person, never toward him. The soup is sipped from the side of the spoon noiselessly.

9—A teaspoon is used to stir tea or coffee, but never to convey the beverage to the mouth. After stirring, the teaspoon is removed, and placed at the side of the saucer.

10—The knife is always used in the right hand. Never convey food to the mouth by means of the knife. When you have finished eating, lay the knife and fork on the side, across the plate with the handles to the right, never on the table.

11—The fork is held in the left hand and the knife in the right hand when cutting food. After the piece of food has been cut, the knife is placed on the plate, the fork changed to the right hand, and the food conveyed to the mouth. When cutting the prongs of the fork point downward; when conveying food to the mouth, the prongs of the fork point upward.

12—It is poor taste to make gestures with any table

implement.

13—Elbows are never put on the table while one is eating.

14—At small dinners wait until all others are served, or until the hostess begins to eat. At banquets, or where many people are eating, it is proper to start as soon as those in your immediate vicinity have been served.

15—Napkins should not be tucked into the belt or collar, or between the buttons of the vest. The napkin should not be wadded up. At the completion of the meal it should be dropped carelessly on the table, beside the plate.

GOOD FORM AT TEAS, DANCES, RECEPTIONS AND COLLEGE PARTIES

1.—Teas and Receptions

It is a gross breach of etiquette for any guest not to present himself immediately on arrival to the hostess and to those receiving. Tell your name to the hostess.

Guests at teas should remain at least 20 minutes. It is not necessary to speak to the hostess when leaving a tea.

Wear hats and gloves with informal afternoon or street dresses. Never wear flowing gowns.

2.—Dances and College Parties

It is also a breach of etiquette for one not to present himself to the chaperon at a dance. He should speak to the chaperon also, upon leaving.

Most dances are formal and require dress suitable to the occasion. Gentlemen always wear coats.

All students are expected to attend the President's reception.

CORRECT USE OF THE TELEPHONE

The use of the telephone is one test of good manners. The one calling should announce himself at once. On answering the telephone one may say, if in the dormitory, "this is,— name of dormitory." Never say, "Who is this?" or "What do you want?" It is the place of the one who rang up to close the conversation. The correct word for ending the conversation is "goodbye." (Shouting the name of the person wanted is not the way to notify her.)

Since the dormitories are not equipped with bell systems and office help is not always available, it will be helpful if you will make dates when you meet young ladies on the campus or when you see them during the day.

Always be courteous and polite when talking over the telephone.

Morehead offers you an opportunity for leadership in the following clubs:

| | |
|---------------------|-----------------------------------|
| Niwatori Club—Allie | Young Student Council—Fields Hall |
| Hall | Campus Club |
| Beaux Arts | Y. M. C. A. |
| Y. W. C. A. | Commerce |
| French | English Majors (Quill and |
| Beta Zeta | Quair) |
| The Players | Lloyd Debating |
| The Trail Blazer | Home Economics |
| W. A. A. | Band |
| | Orchestra |

CONVERSATION

Conversation is an expression of thoughts and ideas. Etiquette does not attempt to tell you what to talk about, but merely points out well known guide posts to pleasurable entertainment.

An authority condenses the whole secret and interest in conversation into one sentence. He says: "The foundation of good conversation is good sense, good nature, and the gift of fellowship."

No one can become a good conversationalist without tact. Someone defined tact as "a combination of intellectual quickness with lively sympathy."

It is well to remember that people are interested in nothing so much as themselves.

In social contact make it a practice to talk only about those things you know will interest your hearer. Discover what he or she is interested in, and make that the topic of your conversation.

Don't talk to impress people with your own importance.

Gossip has no place in the conversation of well-bred people.

Ridicule is intolerable in conversation. "Words cut deeper than weapons."

Well-bred people do not ask personal questions, nor do they discuss their own personal affairs in the presence of strangers.

There are two extremes in conversation: Monopolizing the talk to the point of boredom, and letting the conversation die every time it reaches you.

The chatterer cannot hold the interest of his hearers. To talk constantly without giving others a chance is rude and selfish.

Things To Talk About

- 1—Talk about people and places.
- 2—Books and plays are always good subjects for conversation.
- 3—Read daily newspapers, listen to radio news-reporters, and keep up with current topics.
- 4—Read as many good magazines as possible.
- 5—You may discuss good pictures.
- 6—Sports.

7—Keep a conversation note book. Jot in it interesting things to remember, amusing incidents, clever bits of repartee, a touching anecdote. Before going anywhere glance through it and select two or three things to talk about, so you will have them at the tip of the tongue. When prepared you are sure of yourself, and when sure of yourself, you are not so likely to be embarrassed and self-conscious.

An ideal conversationalist can be described in terms of his virtues: He is well-informed, sympathetic, interested in life, has a sense of dramatics, is moderate, can draw out the other person, is attentive, always in good humor, has a good sense of proportion, does not preach, does not take self too seriously, is not argumentative, is original, broadminded, charitable, unselfish, in good taste, considerate, flexible, well poised, enthusiastic, a little whimsical.

Desire to please people with whom you are talking. In doing this you can forget yourself, and you have learned the innermost secret of the art of good conversation. All the rest is a matter of technique.

MISCELLANEOUS THOUGHTS

True culture does not come from without, but from deep within oneself. It is no shining varnish to be applied at will, but an integral part of the personality.

Seventy-five percent of our American college boys can and do receive an A. B. and still remain barbarians (says Robert Emmons Rogers).

A college education is not the things you see, the miles traveled, people met, or books read—such are merely the materials for culture, and become the real things only when absorbed by the soul, and when so absorbed become an unconscious part of one's self as the lime and phosphates must be a part of the soil of a farm, if the ground is to bear good fruit.

Things to Remember

—1—A well-bred person accepts the official decision in any athletic event.

2—Attention is always given to the entertainer at a performance—Whispered comments and laughter are disturbing and very rude.

3—Young men should pay particular attention to dress when calling on young ladies. Above all be neat and clean.

4—Girls should honor the boys they date by looking as attractive as possible.

5—Be punctual for your engagements.

6—Those who are truly cultured—by breeding, by education, by environment, by natural instincts—are truly simple. They have no use for superficiality, cheapness, vulgarity, display, and the exaggeration that goes with such things.

7—Those who are truly cultured do not give themselves airs of superior wisdom, do not try to impress the world with

the fact that they are better than their neighbor—for, after all, no one is less cultured than the snob.

8—Those who are truly cultured show respect for the customs, habits, and ways of people who are strange to them. They do not scoff at the things they do not understand. They are, above all, tolerant.

**PLEASE OBSERVE THE SOCIAL HOURS IN ALLIE
YOUNG AND FIELDS HALL**

Tuesday, Thursday from 6:00 to 7:15

Saturday from 6:00 to 9:30

Sunday from 6:00 to 9:00

WE SUGGEST FOR GOOD READING THIS SEMESTER

Return to Religion—Henry C. Link.
The Glorious Adventure—Richard Halliburton
Royal Road to Romance—Richard Halliburton
Life of Madam Curie—Eva Curie
Jane Addams—James Webber Linn
What Is Your Name?—A. D. Belden
Citadel—Cronin
Gone With the Wind—Margaret Mitchell
Green Light—Lloyd Douglas
Magnificent Obsession—Lloyd Douglas
Forgive Us Our Trespases—Lloyd Douglas
Within This Present—Margaret Barnes
Northwest Passage—Kenneth Roberts
Shadow on the Rock—Will Cather

You will find these books in the Johnson Camden Library.

"I was glad when they said unto me, let us go into the house of the Lord."

Morehead invites you to attend one of the following churches:

CHRISTIAN Pastor—Rev. A. E. Landolt
Sunday School—9:45-10:35—Teacher Student Class
 Clarence Nickell
Church—10:45-11:45
Y. P. Guild—6:15-7:10
Evening Services—7:15-8:15

BAPTIST Pastor—Rev. Buell Kazee
Sunday School—9:45-10:35—Teacher Student Class
 Mrs. R. D. Judd, Wm. H. Vaughan
Church—10:45-11:45
B. Y. P. U.—6:30-7:10
Evening Services—7:15-8:15

CHURCH OF GOD Pastor—Rev. T. F. Lyons
Sunday School—9:45-11:00—Teacher Student Class
 Harlan Cooper
Church—11:00-12:00
Y. P. Meeting—6:00-7:00
Evening Service—7:00-8:30

METHODIST Pastor—Rev. G. B. Trayner
Sunday School 9:45-10:30—Teacher Student Class
 Exer Robinson
Church—10:45-11:45
Epworth League—6:15-7:00
Evening Service—7:00-8:00

FACING FORWARD

THE MAN WHO THINKS HE CAN

Few of us realize the big things we can do until we try. It is better to try and to fail than not to make the attempt. From the attempt comes growth. The development of our lives lies in doing things, as to the outcome of which we are uncertain. The child is afraid of his first somersault until he flops over; after that the thing is a "cinch." Too many of us linger in the valleys because the mountains look high. Too many of us stand shivering at the edge of the water, and fear to plunge in. The world belongs to the man who dares. Rightly so, indeed, for cowardice is incompetence—the timorous procrastinator would not know what to do with success if he had it.

If you think you're beaten you are;
If you think you dare not, you don't.
If you'd like to win, but think you can't,
It's almost a cinch you won't.
If you think you'll lose, you're lost,
For out in the world we find
Success begins with a fellow's will;
It's all in the state of mind.

If you think you're outclassed, you are;
You've got to think high to rise.
You've got to be sure of yourself before
You can ever win a prize.
Life's battles don't always go
To the stronger or faster man;
But soon or late the man who wins
Is the man who thinks he can.

—Walter D. Wintle.

A FEW COMING EVENTS

Thursday, February 2—President's Reception

Monday, February 6—Student Party

Thursday, February 16—Water Carnival

Saturday, February 18—Winter Carnival

Wednesday, March 1—Tournament-Dinner-Dance

Saturday, March 25—Music Contest

Saturday, April 8—Campus Club Dance

Wednesday, April 12—Spring Vacation Begins

Monday, April 17—Spring Vacation Ends

Saturday, April 22—High School Day

Monday, May 1—May Day

Saturday, May 27—Alumni Day

Thursday, June 1—Commencement